To Log into Interfolio there are two options, but both will ultimately get you to the same place

**Option #1** - Logging in through the Titan Portal, [https://my.fullerton.edu/Portal/Dashboard/](https://my.fullerton.edu/Portal/Dashboard/)
1. On the Titan Portal, Faculty can access Interfolio by selecting it under the "more apps" section on the left hand side of the screen
   a. It is recommended that you click the star ✰ next to the app, which will put it in your "favorites" and keep it more readily available for future reviews
   b. Once you have clicked the "Interfolio" app you will be directed to the screen below
i. On this screen you will get a description of both Interfolio as it is used as an evaluation system and its corresponding product "Dossier"
   1. Dossier is a digital safe where you can store your documents that you submit for your reviews and utilize them for future reviews

ii. Click the blue button "Interfolio Login" and that will redirect you to Interfolio's login page and Interface

**Option #2** - Go Directly to the Interfolio login page and favorite this website in your preferred Internet browser, [https://account.interfolio.com/login?logout_message=sso](https://account.interfolio.com/login?logout_message=sso)

Clicking the blue "Interfolio login" button displayed in step 1.b which you get to by logging in through the Titan Portal, will get you to this exact same screen as the one displayed above and the following steps are the SAME for **BOTH** login options

1. Sign in by first clicking the "Partner Institution" Button. Doing so will redirect you to a search screen

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
2. **IGNORE** the "sign in with email" option
   a. Using this option will only cause frustration and waste your time
3. Use the search term "full" to find Cal State Fullerton
   a. Click to select "California State University Fullerton" and click the "Sign in" button
   b. This action will cause you to be re-directed to the correct sign in screen for CSUF personnel

Make sure that California State University Fullerton is the university you select

After you have selected the university listed above, click HERE

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
4. Once on this Screen, input your most current CSUF credentials
   a. They will be the same ones that you use to sign into the Titan Portal or any other CSUF interface.
   b. *Please keep in mind that all Interfolio cases for faculty undergoing evaluation are made with their most current email address.*